

## **Documents Required & Registration Procedures of Representative Office**

### **Documents required for application**

You are responsible for the preparation of the following information and documents:

(1) Certificate of Incorporation or Equivalent document certified by Chinese embassy or consulate overseas [ [Sample](#) ]

For Beijing Rep. Office setting up only: Copy Certificate of Incorporation or Equivalent document is good enough

(2) Bank Reference Letter from investor's bank to declare a good standing [ [Sample](#) ]

(3) 2 copies of original Lease Contracts of the office premise to be used by the Representative Office; the lease term should be more than 12 months; the tenancy agreement should be registered with Local Realestate Bureau;

In Shanghai, Rep. office should be in a Grade A building -- [ [Grade A building database of Shanghai](#) ]

(4) Copy of the Certificate of Property Ownership;

(5) A brief summary of the operations and business of the applicant company, such as the principal business activities, registered address, contact phone number, name of the applicant company; the address and contact number of the managing director of the applicant company;

(6) The resume, 8 pictures, passport copy, contact number of the Chief Representative and the address where the Chief Representative will be staying while she/he is China;

(7) If there is(are) Representatives to be stationed in China in addition to the Chief Representative, the resume, 2 pictures, passport copy, contact number of the Representative and the address where the Representative will be staying while she/he is China.

### **Registration and Post-registration Procedures**

#### **A. Pre-registration**

Before commencement of registration procedures stated in Section B and C stated below, all the documents and information listed above must be ready.

#### **B. Registration Procedure**

The first step is to apply for registration with the Administration for Industry and Commerce in Shanghai, Beijing or any other cities. Once the application is approval and Business Registration Licence issued, the post-registration procedures as listed in Section C then need to be performed.

#### **C. Post establishment Registration Procedures**

Upon the issuance of the Registration Certificate, we will then perform the post-establishment registration procedures, including:

- Apply for the Representative Office 's Registration Certificate with State Administration of Industry and Commerce ([SAIC](#))
- Chops made by Public Security Bureau ([PSB](#))
- Apply Organization Code License by Technical Supervision Bureau ([TSB](#))
- Register in Local Taxes Bureau
- Arrange the bank account certificate and Certificate OR card of State Administration of Foreign Exchange ([SAFE](#))
- Open Foreign Currency and RMB bank account
- Register in Statistical Bureau

- Financial Registration